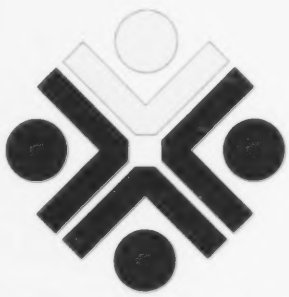
888 (05/03)

Election Advertising Sponsor Disclosure Report

Completion Guide



ELECTIONS BC

Province of British Columbia

105-04830/

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General

This instruction booklet is an integral part of the disclosure report package for election advertising sponsors. It is an important aid in the completion of the disclosure reports and should be used in conjunction with the reporting forms. This instruction booklet contains only summaries of the reporting requirements and does not take precedence over the *Election Act*. Copies of this instruction booklet are available free of charge from Elections BC or can be downloaded from our Web site at www.elections.bc.ca. See page 16 of this Guide for contact information for Elections BC.

The Guide to Election Communications should also be referred to by election advertising sponsors when reporting their contributions and the value of sponsored advertising. The guide is available free of charge from Elections BC, or can be downloaded from our Web site at www.elections.bc.ca.

The *Election Act* is available for viewing on our Web site or can be purchased from:

Crown Publications
521 Fort Street
Victoria, BC
V8W 1E7

Introduction

Registered election advertising sponsors must file an election advertising sponsor disclosure report with the Chief Electoral Officer within 90 days after General Voting Day.

If an election advertising sponsor sponsors election advertising with a total value of less than $500, the sponsor may submit only the cover page with a check mark to indicate that advertising sponsored during the campaign period had a total value of less than $500.

Filing the Report

The disclosure report must be received by Elections BC within 90 days after General Voting Day for an election. **Postmarks are not acceptable**.

There are a number of options for ensuring that your report is received by Elections BC before the deadline.

- Mail the report to our Victoria office, ensuring that you mail it early enough to guarantee delivery within 90 days after General Voting Day. The office address is on page 16 of this guide.
- Courier the report to our Victoria office, again ensuring that you send it early enough to guarantee delivery within 90 days after General Voting Day.
- Fax the report to our Victoria office. If you fax the report, you must also mail the originals but they can be mailed to arrive after the filing deadline. The fax number is on page 16 of this guide.
- Deliver the report to our Victoria office before the deadline.
- Deliver the report to any Government Agent's office before the deadline.

General Instructions for All Forms

- Keep a copy of the report for your records. You may need to use the information for filing amendments or responding to questions from Elections BC.
- Type or print neatly, in ink.
- Consecutively number the pages of forms that have more than one page. If a form can have more than one page there are two boxes in the top right-hand corner labeled PAGE ____ OF_____. Start the page number at 1 for the first completed page of the form and put the total number of pages of that form in the second box provided (e.g., PAGE 1 of 2; PAGE 2 of 2).
- Enter the full name of the election advertising sponsor on each page.
- Enter dates as YYYY/MM/DD – e.g., for January 31, 1999, enter 1999/01/31.
- It is acceptable to round cents to the nearest dollar. For example, $23.65 could be entered as $24, $15.34 as $15.

Election Advertising Sponsor Forms

F-AS : Election Advertising Sponsor Disclosure Report

This is the cover page to be used by election advertising sponsors. This form must accompany all disclosure reports filed, including amended reports filed after the original report.

Please ensure that each of the components of this form are completed.

1. Enter the date of General Voting Day (YYYY/MM/DD).

2. Enter the full name of the election advertising sponsor.

3. Enter the election advertising sponsor's mailing address, phone and fax numbers in the appropriate spaces. Elections BC needs the address to be able to notify the election advertising sponsor of the status of the submitted report. This address is where we will send all correspondence. This form is available for public inspection, so you may choose to list an office address instead of a home address.

4. This is a listing of all the forms which must be submitted to the Chief Electoral Officer as part of the disclosure report. Use it as a checklist to identify which forms have been completed. If an amendment is being submitted, please check only those forms that have been revised.

5. If the total value of sponsored election advertising was less than $500, tick this box. In this case, only this form (F-AS) is required to be filed with Elections BC.

6. The declaration must be signed and dated by the election advertising sponsor who is registered with Elections BC. If the sponsor is an organization, the declaration must be signed by a principal officer or director of the organization, who is registered with Elections BC. Signing a false statement is a serious offence and is subject to significant penalties under section 266 of the *Election Act*.

7. If this is the first version of the disclosure report, leave the "Amendment # ____" blank. If this report amends a previously submitted report, enter the number of the amendment (or supplementary report) here. For example, if this was the second disclosure report to be submitted, it would be the first amendment and 1 would be entered in this space.

ELECTIONS BC
A non-partisan Office of the Legislature

ADVERTISING SPONSOR DISCLOSURE REPORT

F-AS (99/11)

ELECTION

PLEASE PRINT IN BLOCK LETTERS OR TYPE

Amendment # 7

GENERAL VOTING DAY (YYYY/MM/DD) 1
2000/03/29

SPONSOR'S FULL NAME 2
Ralph Millstone Foundation

MAILING ADDRESS 3
2049 1st Avenue

CITY/TOWN
Victoria

POSTAL CODE
V9B 6A8

PHONE NUMBER
(250) 370-1234

FAX NUMBER (Optional)
(250) 391-9871

EMAIL ADDRESS

This disclosure report includes the following forms:

		FORMS CHECKLIST ✓	CHIEF ELECTORAL OFFICE USE ONLY
Value of Advertising by Category –	**Form Sm-E(b)**	✓	
Summary of Contributions by Class –	**Form Sm-C(b)**	✓	
Contributions of Money/Property/Services over $250 –	**Form S-A1(b)**	✓	
Anonymous Contributions –	**Form S-A2(b)**	✓	

4

OR 5

☐ Advertising sponsored during the campaign period did not have a total value of $500 or more; no additional forms required.

I declare that to the best of my knowledge, information and belief, all the information contained in this report and any attachments is complete and accurate.

SIGNATURE OF SPONSOR / PRINCIPAL OFFICER / PRINCIPAL MEMBER 6
Ralph Millstone Jr.

DATE (YYYY/MM/DD)
2000/06/20

PRINTED NAME OF PERSON SIGNING DECLARATION
Ralph Millstone Jr.

WARNING: Signing a false statement is a serious offence and is subject to significant penalties [Section 266].

ORIGINAL - CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

All forms included in this report are available for public inspection at the Chief Electoral Office during regular office hours.

Sm-E(b) : Value of Advertising by Category

This form is used to report the various categories of election advertising expenses.

1. Enter the dollar value of each type of election advertising expense next to the applicable description.
2. Enter the dollar value and provide details for any amounts entered as "other" advertising expenses.
3. Add the dollar value of all expenses and enter the total in the last box.

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VALUE OF ADVERTISING BY CATEGORY

Advertising Sponsor

Sm-E(b) (02/11)

NAME OF FILING ENTITY

Ralph Millstone Foundation

Value of sponsored advertising by category:

Brochures (pamphlets, flyers, etc.)	280	
Newspaper (magazines, journals, etc.)	1250	
Radio	450	
Signs (lawn signs, billboards, etc.)		1
Television	2000	
Value of newsletters, brochures, etc. sent directly to members, employees, or shareholders of the sponsor		
Other (describe)		2
Total value of sponsored advertising	3980	3

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

This form is available for public inspection at the Chief Electoral Office during regular office hours.

Sm-C(b) : Summary of Contributions by Class

This form is used to report all contributions of money accepted by the election advertising sponsor during the contribution reporting period (**beginning six months before an election is called and ending at the close of voting on General Voting Day**). It also reports the amount of the sponsor's assets that were used to pay for election advertising.

1. Enter the amount of the election advertising sponsor's assets that were used to pay for election advertising in box A. Do **not** include the value of contributions made to the sponsor.

Contributions are separated into two columns; those that have a value of greater than $250, and those that have a value of $250 or less.

2. For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of more than $250 (e.g., in box 1b enter the total of contributions made by individuals who made total contributions of more than $250).

3. For each class of contributor, enter the amount of contributions of money received from contributors who made total contributions of $250 or less (e.g., in box 2c enter the total of contributions made by corporations which made total contributions of $250 or less).

4. Enter the total of all contributions of more than $250 in box B. This amount must equal the amount reported in box A on form SA-1(b).

5. Enter the total of all contributions of $250 or less in box C.

6. Enter the sum of boxes B and C in box D.

7. Enter the total amount of anonymous contributions received in box E. This amount must equal the amount reported in box A on form SA-2(b).

8. Enter the sum of boxes D and E in box F.

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SUMMARY OF CONTRIBUTIONS BY CLASS

Advertising Sponsor

Sm-C(b) (99/11)

NAME OF FILING ENTITY
Ralph Millstone Foundation

Amount of sponsor's assets, other than contributions reported below, that were used to pay for election advertising: 600 A (1)

Total value of contributions, excluding sponsor's own assets, from each of the following classes of contributor:

	(2) Contributions greater than $250		(3) Contributions of $250 or less	
Individuals	300	1b	300	1c
Corporations	800	2b	450	2c
Unincorporated Business/Commercial Organizations		3b	85	3c
Trade Unions	400	4b		4c
Non-profit Organizations	255	5b		5c
Other Identifiable Contributors		6b		6c

Classified subtotals (1b to 6b & 1c to 6c) (box **B** = box **A**, **S-A1(b)**)	(4) 1755	B	835 C	(5)
Classified totals (B + C)			2590 D	(6)
Total anonymous contributions (from box **A**, **S-A2(b)**)			790 E	(7)
Total value of all contributions from all sources (D + E)			3380 F	(8)

ORIGINAL – CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

This form is available for public inspection at the Chief Electoral Office during regular office hours.

S-A1(b) : Contributions of Money, Property or Services with a Value Greater than $250

This form is used to report all contributors who made one or more contributions of money to the election advertising sponsor during the contribution reporting period (**beginning six months before an election is called and ending at the close of voting on General Voting Day**), which total more than $250. Contributions of property and services are not reported as contributions by election advertising sponsors.

A computer generated record of this information, in a format which has been approved by Elections BC, may be used in place of this form.

1. Enter the full name of contributor; initials are not acceptable. If the contributor is a numbered corporation or an unincorporated organization (classes 3 to 6) the full names of two directors or principal officers must also be provided. If the contributor is a sole proprietor this should be indicated. If the contributor is a union, specify which local of the union made the contribution.

2. Tick the box under the applicable class of contributor. The six classes are: 1 – individual; 2 – corporation; 3 – unincorporated business/commercial organization; 4 – trade union; 5 – non-profit organization; 6 – other. These classes are also identified at the bottom left hand corner of the form.

3. Enter the amount of each individual contribution made by that contributor. If the total amount of contributions from a single contributor is made up of multiple contributions received on different dates, all of the individual contribution amounts must be listed. These individual amounts must correspond to the individual dates in the column titled "date of each individual contribution." An exception to the requirement to list each individual contribution can be made if the contributions were multiple regular amounts (e.g., $30 per month) over a time period.

4. Enter the date on which each individual contribution was received. If the total amount of contributions from a single contributor is made up of multiple donations received on different dates, all of the individual contribution dates must be listed. An exception to the requirement to list all contribution dates can be made if the contributions were multiple regular amounts (e.g., $30 per month) over a time period.

5. Enter the total of all contributions made by each contributor who made total contributions of more than $250 during the contribution reporting period.

6. Enter the total of all individual contributions into box A. This amount must equal the amount reported in box B on form Sm-C(b).

ELECTIONS

CONTRIBUTIONS OF MONEY, PROPERTY OR SERVICES WITH A VALUE GREATER THAN $250

S-A1(b) (99/06)

Election Advertising Sponsor

NAME OF FILING ENTITY
Ralph Millstone Foundation

FULL NAME OF CONTRIBUTOR (If a numbered corporation or an unincorporated organization, include full names of two directors) 1	CLASS OF CONTRIBUTOR* (✓ APPROPRIATE CLASS) 2 — 1	2	3	4	5	6	INDIVIDUAL CONTRIBUTION AMOUNTS 3	DATE OF EACH INDIVIDUAL CONTRIBUTION 4	TOTAL OF CONTRIBUTOR'S CONTRIBUTIONS 5
John Doe		✓					150 150	2000/03/10 2000/03/18	300
Cooper & Johnson Ltd.			✓				500	2000/01/26	500
The Book Store			✓				100 150 50	1999/12/28 2000/03/18 2000/03/28	300
Union 123, Fred Smith, Jean Smith				✓			300 100	1999/12/05 2000/03/29	400
Knitting Club, Jill Roberts, Chris Bauer					✓		255	2000/03/28	255

* CLASS OF CONTRIBUTOR
1 – INDIVIDUAL, 2 – CORPORATION, 3 – UNINCORPORATED BUSINESS/COMMERCIAL ORGANIZATION,
4 – TRADE UNION, 5 – NON-PROFIT ORGANIZATION, 6 – OTHER

TOTAL OF INDIVIDUAL CONTRIBUTIONS A 1755 6

ORIGINAL — CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

This form is available for public inspection at the Chief Electoral Office during regular office hours.

S-A2(b) : Anonymous Contributions

This form is used to report anonymous contributions received by the election advertising sponsor during the contribution reporting period **(beginning six months before an election is called and ending at the close of voting on General Voting Day)**.

1. Enter the date the contribution was received.
2. Enter the dollar amount of the anonymous contributions.
3. If the anonymous contributions were received at an event or function, enter a brief description of the event or function.
4. Enter the total dollar amount of anonymous contributions received in box A. This amount must equal the amount reported in box E on form Sm-C(b).

ELECTIONS

ANONYMOUS CONTRIBUTIONS

Advertising Sponsor

S-A2(b) (99/06)

NAME OF FILING ENTITY
Ralph Millstone Foundation

DATE RECEIVED (1)	AMOUNT RECEIVED (2)	IF ANONYMOUS CONTRIBUTION RECEIVED AT EVENT / FUNCTION, DESCRIPTION OF EVENT / FUNCTION (3)
1999/12/08	350	Donation box at a dinner
2000/01/14	40	
2000/03/01	300	Meeting
2000/03/27	100	

TOTAL 790 A (4)

ORIGINAL — CHIEF ELECTORAL OFFICE
PLEASE KEEP A COPY FOR YOUR RECORDS

This form is available for public inspection at the Chief Electoral Office during regular office hours.

Questions?

For more information
Phone toll-free 1-800-661-8683 / TTY 1-888-456-5448

or contact
Elections British Columbia
Mailing Address: PO Box 9275 Stn Prov Govt, Victoria, BC V8W 9J6
Phone: (250) 387-5305
Facsimile: (250) 387-3578
Toll-free Facsimile: 1-866-466-0665
Web site: www.elections.bc.ca
Email: electionsbc@elections.bc.ca